

UTAH STATE INSTRUCTIONAL MATERIALS COMMISSION

Utah State Office of Education
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Salt Lake City, UT 84114-4200
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NOTICE OF ADOPTION/RECOMMENDATION OF INSTRUCTIONAL MATERIALS

Pursuant to law, notice is hereby given by the Utah State Superintendent of Public Instruction that the Utah State Board of Education is called to convene in Salt Lake City, Utah, on **June 5, 2009**, to consider the adoption/recommendation of instructional materials for all public elementary and secondary schools of the State of Utah. This adoption/recommendation will go into effect **July 1, 2009** for a period of five years. The contract will end on **June 30, 2014**.

Instructional materials will be considered for specific content areas (see pages 2 – 7 or Course Code.xls) and in the grade or grades where such subjects are commonly taught, providing that:

1. They are new materials, published since the last adoption/recommendation,
2. They are new in the state and have not been previously submitted,
3. They have been previously adopted/recommended and the contract period is expiring,
4. They are significantly different from a previous edition to not qualify for a substitution,
5. They have been considered "Incomplete, Not Reviewed, or Not Sampled" during the last adoption/recommendation period and should be evaluated again during this adoption/recommendation period.

Instructional materials mean textbooks or materials used as, or in place, of textbooks and which may be used within the state curriculum framework for courses of study by students in public schools to include: textbooks, workbooks, computer software, laserdiscs or videodiscs, and multiple forms of communication media.

The bid sheet, listing the instructional materials to be submitted by publishers for adoption / recommendation, must be submitted in ***text format*** by email or CD. The Utah State Instructional Materials Commission at the Utah State Office of Education must receive the bid sheet no later than **March 6, 2009**. Sample copies of materials to be considered for adoption must be provided by the publisher, free of cost and be received by the Utah State Office of Education no earlier than **March 6, 2009** and no later than **March 13, 2009**.

On **May 29, 2009**, the Utah State Instructional Materials Commission will meet and publicly acknowledge all bid proposals that have been received and will make its recommendations to the Utah State Board of Education at that time.

The Utah State Board of Education will meet on **June 5, 2009**, to receive the recommendations of the Utah State Instructional Materials Commission and will make its decision known within one week

thereafter. The Board reserves the right to reject any and all instructional materials bid proposals. Publishers will be notified within two weeks of the Board's decision.

CONTENT AREAS & COURSES CURRENTLY ACCEPTING BIDS

Publishers need to submit materials only for the courses listed below. The courses are listed under their major content area to make navigation easier. On your bid sheet, you will need to type in the "**Course Code**" listed to the right of the course (also available in separate file called **Course Codes.xls**).

Publishers **MUST** use this list when submitting materials for adoption/recommendation. Courses not listed are not accepting bid materials at this time.

Major Content Area	Course Name	Course Code (needed for bid sheet)
Elementary Language Arts		
	Kindergarten Language Arts	06030000010
	Grade 1 Language Arts	06030000020
	Grade 2 Language Arts	06030000030
	Grade 3 Language Arts	06030000040
	Grade 4 Language Arts	06030000050
	Grade 5 Language Arts	06030000060
	Grade 6 Language Arts	06020000010
Elementary Mathematics		
	Kindergarten Mathematics	07010000001
	Grade 1 Mathematics	07010000002
	Grade 2 Mathematics	07010000003
	Grade 3 Mathematics	07010000004
	Grade 4 Mathematics	07010000005
	Grade 5 Mathematics	07010000006
	Grade 6 Mathematics	07010000007
Secondary Mathematics		
	Mathematics 7	07010000008
	Pre-Algebra	07020000001
	Algebra 1	07020000000
	Algebra 1A	07020000011
	Algebra 1B	07020000012
	Geometry	07050000000
	Geometry A	07050000011
	Geometry B	07050000012
	Algebra 2	07020013020
	Pre-calculus	07040000020
	Calculus	07040000000
	AP Calculus - AB	07040000001
	AP Calculus - BC	07040000002

	Statistics	07060000000
	AP Statistics	07060000001
	Basic Math Skills	07070000050
	Intuitive Calculus	07040000010
	Mathematics of Personal Finance	07070000020
	College Prep Math	07070000060
	Quantitative Analysis	07070000080
	Discrete Mathematics	07070000090
Driver and Safety Education		
	Driver Education	24040000020
General Financial Literacy		
	General Financial Literacy	01000000100
Early Childhood / Pre-K		
	Early Childhood (Pre-School)	22040000000
	Early Childhood (Pre-K)	22040000001
CTE/Agricultural Business & Products		
	Advanced Agricultural Mechanics	03001000001
	Agricultural Business & Management	30010000010
	Agricultural Systems & Technology I	30010000030
	Agricultural Systems & Technology II	30010000040
	Agricultural Science & Technology I	30010000050
	Agricultural Science & Technology II	30010000060
	Agricultural Science & Technology III	30010000070
	Agricultural Science & Technology IV	30010000080
CTE/Agricultural Sciences		
	Animal Science & Technology	30020000040
	Advanced Animal Science & Technology	30020000001
	Floriculture & Greenhouse Management	30010000150
	Plant & Soil Science & Technology	30020000080
	Advanced Plant & Soil Science & Technology	30020000010
	Applied Ornamental Horticulture Programs	30010000110
	Agricultural Biotechnology	30020000020
	Agricultural Science & Technology Application	30020000030
	Biology/Agricultural Science & Technology	30020000050
	Dairy Herd Management Program	30020000601
	Horse Management	30020000070
	Swine Herd Management	30020000085
	Veterinary Assistant	30020000090
	Agriculture & Food Products Processing	30010000090
	Agricultural Supplies & Services	30010000100
	Aquaculture - Introductory	30010000116
	Aquaculture - Advanced	30010000115
	Nursery Operations & Landscape Management	30010000160
	Summer Vocational Agricultural	30010000200
	Utah Farm Management Program	30010000210

CTE/Conservation & Renewable Resources		
	Natural Resource Management I	30030000001
	Natural Resource Management II	30030000010
CTE/Business Management & Accounting		
	Academy of Finance	32020000010
	Accounting I	32020000020
	Accounting II	32020000020
	Accounting III	32020000030
	Accounting IV	32020000040
	Computers in Business	32020000070
	Banking and Finance	32020000080
	Business Communications I	32020000110
	Business Communications II	32020000111
	Business Law	32020000130
	Business Management	32020000140
	Administrative Procedures	32020000150
	Desktop Publishing I	32020000190
	Desktop Publishing II	32020000191
	Economics - Business	32020000200
	Electronic Spreadsheets & Databases	32020000216
	Entrepreneurship - Business	32020000220
	Computer Technology	32020000240
	Business Web Page Design	32020000280
	Advanced Business Web Page Design	32020000290
	Keyboarding Applications	32020000310
	Word Processing - Basic	32020000360
	Word Processing	32020000370
	TLC (Technology, Life, and Careers)	39010000000
	Elementary Keyboarding	32020000210
CTE/Family & Consumer Sciences		
	Family and Consumer Sciences	34010000000
	Adult Roles & Responsibilities	34010000001
	Adult Roles & Financial Literacy	34010000005
	Advanced Interior Design	34010000010
	Child Development	34010000020
	Child Care I	34010000040
	Child Care II	34010000050
	Sports Sewing	34010000060
	Designer Sewing / Fashion Design	34010000080
	Clothing I - II	34010000090
	Entrepreneurship - Family & Consumer Science	34010000100
	Fashion Strategies	34010000140
	Food and Nutrition I	03401000150
	Food and Nutrition II	34010000160
	Food Service / Culinary Arts	34010000170

	Food and Science	34010000180
	Hospitality Services	34010000190
	Integrated Family & Consumer Sciences	34010000200
	Interior Design	34010000210
	Life Management	34010000220
	FACS Exploration	34010000230
	Teen Living	34010000270
	Young Parents / Grads	34010000290
CTE/Health Sciences & Technology		
	Introduction to Health Science & Health Technology	36010000090
	Advanced Health Science	36010000001
	Dental Assistant	36010000020
	Emergency Medical Technician (EMT)	36010000030
	Exercise Science/Sports Medicine	36010000040
	Introduction to Emergency Medical Services	36010000070
	Biotechnology	36010000080
	Medical Anatomy & Physiology	36010000110
	Medical Assistant	36010000120
	Medical English	36010000140
	Medical Math	36010000150
	Medical Office Administrative Assistant	36010000160
	Medical Records Technician	36010000170
	Medical Transcriptionist	36010000180
	Nurse Assistant (CNA)	36010000190
	Optical Technician	36010000200
	Pharmacy Technician	36010000210
	Sign Language Interpreter (ASL)	36010000240
	Surgical Technician	36010000250
CTE/Information Technology		
	Certified Novell Administrator (CNA)	35010000001
	Cisco Certified Networking Assoc. (CCNA)	35010000010
	Microsoft Certified Professional (MCP)	35010000020
	Linux Fundamentals	35010000025
	Network +	35010000030
	Security Fundamentals	35010000036
	A+ (Computer Repair / Maintenance)	35010000040
	Introduction to Information Technology	35020000005
	Multimedia I - Design and Development	35020000010
	Multimedia II - Production	35020000011
	Database Development	35020000021
	Computer Programming I	35020000030
	Computer Programming II	35020000040
	Web Development	35020000060
	3D Graphics and Animation	35020000070
CTE/Marketing Education		

	Advertising / Promotion	37010000001
	Customer Service	37010000025
	Economics - Marketing	37010000030
	Entrepreneurship - Marketing	37010000040
	Fashion Merchandising	37010000060
	Fashion Merchandising Advanced	37010000070
	Financial Services Marketing	37010000080
	Travel and Tourism	37010000100
	Insurance Marketing	37010000120
	International Marketing	37010000130
	Junior Achievement	37010000140
	Leadership Management Principles	37010000150
	Marketing	37010000160
	Marketing - Introduction	37010000180
	Marketing - Advanced	37010000190
	e-Commerce Marketing	37010000200
	Real Estate	37010000220
	Retailing	37010000240
	Sports & Entertainment Marketing	37010000260
CTE/Technology & Engineering		
	Computer Integrated Manufacturing (PLTW)	38010000003
	Digital Electronics (PLTW)	38010000008
	Introduction to Communications Technology	38010000010
	Introduction to Construction Technology	38010000020
	Technology Education	38010000110
	Introduction to Transportation and Energy	38010000030
	Introduction to Engineering Design (PLTW)	38010000033
	Engineering Design & Development (PLTW)	38010000036
	Foundations of Technology	38010000040
	Principles of Engineering (PLTW)	38010000078
	Physics with Technology I	38010000080
	Physics with Technology II	38010000090
	Exploring Technology	38010000100
CTE/Trade and Technical Education		
	Radio/Television Broadcasting Technician	40010000010
	Cosmetology / Barbering	40030000001
	Culinary Arts / Chef	40030000010
	Law Enforcement	40060000001
	Fire Science	40060000010
	Carpentry	40080000010
	Concrete Placing & Finishing	40080000020
	Electrician	40080000050
	Masonry / Tile Setting	40080000080
	Plumbing	40080000100
	Aircraft Mechanic Technician (A&P)	40090000001
	Automotive Collision Repair Technician	40090000010
	Automotive Technician	40090000020

	Electronics Technician	40090000040
	Heating / Air Conditioning / Refrigeration	40090000050
	Heavy Duty Mechanics / Diesel	40090000060
	Small Vehicle Technician	40090000090
	Architectural Drafting	40100000001
	Commercial Art	40130000001
	CAD Drafting Technology	40100000025
	Drafting Design Technology	40100000030
	Cabinet Making and Millwork	40100000020
	Intro to Graphic Communications	40100000040
	Advanced Graphic Communications	40100000042
	Jewelry Fabrication	40100000060
	Machinist Technician (CNC)	40100000070
	Mechanical Drafting	40100000075
	Sheet Metal	40100000090
	Welding Technician	40100000110
	Woodworking	40100000120
	Furniture Design & Manufacturing	40100000130

Materials that are not considered for adoption and should not be submitted for adoption include:

1. Concurrent Enrollment materials.
2. Library or trade books.
3. Reference materials.
4. Professional Development material that is not a component of an integrated system or program.
5. Galley proofs or unfinished copies of materials.

PROCEDURES FOR PUBLISHING COMPANIES SEEKING TO SELL INSTRUCTIONAL MATERIALS TO UTAH SCHOOLS

I. Submission Requirements

- A. Publishers are required to send a bid sheet listing all the instructional materials they wish to submit to the Utah State Instructional Materials Commission no later than **March 6, 2009**. Materials must be listed in **text format** on a CD or emailed as an attachment saved in **text format**. **Please see the instructions on how the bid sheet is supposed to be set up.** All components of the main instructional material(s) must be listed, including all ancillary and free materials.
- B. The Utah State Office of Education has two addresses depending on which shipping or Mail Service is used.

FOR mail sent through the U.S. Post Office address bid packets to:

*Utah State Instructional Materials Commission
Utah State Office of Education
Instructional Materials Center – Room 26
250 East 500 South / P.O. Box 144200
Salt Lake City, Utah 84114-4200

FOR mail sent through a shipping service, i.e., UPS, Fed EX, etc., address to:

*Utah State Instructional Materials Commission
Utah State Office of Education
Instructional Materials Center, Room 26
250 East 500 South
Salt Lake City, Utah 84111

II. Sampling Requirements

Publishers must specify “INSIDE DELIVERY TO ROOM 26” instructions to mail and freight companies for all samples sent to the Utah State Office of Education. Samples will not be returned to the publisher and must be sent free of charge.

Samples of instructional materials submitted for review are due to the Utah State Office of Education no sooner than **March 6, 2009** and no later than **March 13, 2009**. Samples must be clearly labeled as "OFFICIAL ADOPTION SAMPLES," and marked with the major content area for which they are submitted.

A. Text Materials

1. Individual Titles - **SEND three copies** of the **student edition** and **three copies** of the **teacher edition**, along with **one copy of all listed ancillary material**.
2. Series – **SEND one copy** of each main title and related ancillary materials.

B. Software, CD-ROMS, Multimedia & Online Curriculum

1. **SEND one copy** of main software title or multimedia program along with any available ancillary materials.
2. **SEND three copies** of the instructions/passwords for all online programs along with any available ancillary materials.
3. Software or online material publishers are requested to send information or catalogs about the software or multimedia program to each member of the Utah State Instructional Materials Commission. Commission members reserve the right to request sample copies of material from publishers.

C. Instructional Materials Commission

Publishers must send **one copy** of material submitted for review to the commission team members reviewing the specific content area listed **between March 6, 2009 through March 13, 2009**. Samples to the Commission should also be sent free of delivery or freight charges. **Please let your freight companies**

know that they are required to deliver the samples inside the building. Commissioners reserve the right to refuse delivery of material if asked to pay shipping charges or if the shipping agent refuses to move the material to the specified indoor location.

NOTE: If the commissioners do not receive a copy of your bid material (with the exception of software, CD-ROMs, Multi-media, and Online Curriculum listed above), your bid will be pulled, and the materials you sent will not be evaluated by our review teams until the required materials are received by the Instructional Materials Commission.

Publishers, please send your materials to the following commissioners:

For the following major content areas:

- *Elementary Language Arts
- *Agriculture Business
- *Agriculture Management
- *Early Childhood
- *Information Technology

Team 1 Commissioners:

Madaline Chilcutt
Bell View Elementary
9800 South 800 East
Sandy, UT 84094

Martell Menlove, Supt.
Box Elder School District
960 South Main
Brigham City, UT 84302

Mary Lou Damjanovich
Bella Vista Elementary
2131 East 7000 South
Salt Lake City UT 84121

Melanie Hirschi
Fiddler's Canyon Elem.
475 East 1935 North
Cedar City, UT 84720
Salt Lake City, UT 84102

For the following major content areas:

- *General Financial Literacy
- *Business Management & Accounting
- *TLC / Keyboarding
- *Technology & Engineering
- *Trade & Technical

Team 2 Commissioners:

Bobbie Kirby, Principal
Riley Elementary
1410 South 800 West
Salt Lake City, UT 84104

Kip Sayre
Judge Memorial H.S.
650 South 1100 East
Salt Lake City, UT 84102

Paul Noble
Copper Hills High School
5445 W. New Bingham Hwy.
West Jordan UT 84088

For the following major content areas:

- *Math K-6 (elementary)
- *Math 7-12 (secondary)
- *Health Science & Technology
- *Family & Consumer Science
- *Marketing

Team 3 Commissioners:

David Rettie, Principal
West Lake Jr. H.S.
3400 South 3450 West
West Valley City, UT 84119

Holly Penrod
Crestview Elementary
2100 East Lincoln Lane
Salt Lake City, UT 84124

Jack Rasmussen, Dean
College of Education
Weber State University
1302 University Circle
Ogden, UT 84408

D. Samples to Colleges of Education

The Utah State Office of Education has joined together with the Universities and Colleges of Education in an effort to establish an instructional materials resource center for pre-service education students. Publishers are requested, but not required, to participate in sending samples to the Colleges of Education.

Publishers, who wish to participate in this program, please send one copy or a representative sample of materials to each College of Education listed at the following website: www.usoe.org/curr/imc/colleges.html. Please send the material before the **March 13, 2009** shipping deadline.

E. Research-Base

Our superintendent has indicated to the Utah State Legislature that she is eager to adopt and recommend those materials with proven track records for utilization in Utah schools. Each rubric that our evaluators use has at least one component, which asks the reviewer to rate the track record and research-base of your program. We ask that you send this information, if available, to the Utah State Instructional Materials Commission no later than **March 13, 2009**.

F. Braille Policy

The Individuals with Disabilities Education Improvement Act (IDEIA) of 2004 requires states to address the critical difficulty in obtaining accessible textbooks for students with disabilities by adopting a new file format, the National Instructional Materials Accessibility Standard (NIMAS). Publishers of basal/core instructional materials wishing to submit a bid to the State of Utah's Instructional Materials Commission must submit a NIMAS file set of the basal/core material to the National Instructional Materials Access Center (NIMAC) by the start of the spring 2008 contract period (July 1, 2008). Specialized format material content shall include the full text, glossaries, indices, front matter, and text related graphics comparable to the print version.

Publishers will need to establish an account with the NIMAC. For more information on how to do this and to arrange to upload your NIMAS file sets, please see the website located at <http://www.nimac.us/PublishersandNIMAC2.doc>.

VI. General Information

A. Bid Sheet

Publishers must submit a bid sheet in **text format** either on a CD or as an attachment to an email to alan.griffin@schools.utah.gov, again, in **text format** that includes all the submitted materials plus any ancillary materials available with the main title. In order to import your information into our database the file must be saved as a **comma delimited text file**. Please see the example given on page 12. If files are not completed in the order shown, which is compatible with our database, they will be returned to the publisher for correction.

B. Contract

The USOE will send a PDF copy of the contract to publishers along with the bid packet. Publishers must print out the contract and return it to the USOE with original signatures no later than **April 10, 2009**.

C. Pricing

The price listed on the bid sheet is the price at which the materials will be furnished to Utah schools either by the publisher or a depository located in Utah. This price should not include freight charges. If the materials are recommended at any level (i.e., Recommended Primary, Recommended Limited, Recommended Teacher Resource, or Recommended Student Resource), **this price will stay in effect for the five-year contract period.**

Utah no longer provides an escalation clause so publishers will not be allowed to increase the price of their materials during the contract period. Prices for electronic-based materials may require different pricing structures (i.e., single user price, network price, or site license package). If this is the case, please list the single user price under ancillary price and any descriptions or other notes under ancillary description.

INSTRUCTIONS FOR THE INSTRUCTIONAL MATERIALS BID SHEET

- **PUBLISHERS MUST INCLUDE ALL SUBMITTED TITLES ON ONE SHEET**

PUBLISHER DATA MUST BE SUBMITTED AS A COMMA-DELIMITED TEXT FILE. Data must be submitted in the following order (see examples below):

1. 000000000, Publisher Name
2. ISBN, Series, Title, Author, Copyright, Price, Media Type
3. Ancillary Description, Ancillary Price, Ancillary ISBN
4. Course Code

1. The first row contains 9 zeros, followed by the PUBLISHER NAME IN CAPS
2. The second row has the following information with no spaces in between – ISBN,SERIES,TITLE,AUTHOR,COPYRIGHT,PRICE,MEDIA TYPE*
3. The third row contains all the ancillary information, again, with no spaces in between – ANCILLARY DESCRIPTION,ANCILLARY PRICE,ANCILLARY ISBN
4. The fourth row contains the specific course code or in a case where the material is submitted to several different courses, the course codes (the course codes are available on pages 2-7 of the bid packet).

Here is a make-believe example of how your bid sheet should look if, for example, you were to submit a book to three different grades (in this case Kindergarten, 1st and 2nd grade Language Arts):

1. 000000000,VALISTEXTBOOKFARM
2. 1234567891012,FARMER BROWN SERIES,FARMER BROWN SEES RED,KREMER,2008,10.50,TEXT
3. FARMER BROWN TEACHER EDITION,11.25,1098765432123
4. 060300000010
4. 060300000020
4. 060300000030

If you are submitting an online material with no series name and a pricing structure that needs some explanation, see the following example:

1. 000000000,VALISTEXTBOOKFARM
2. 234567892345, ,FARMER BROWN STARTS A NURSERY,KREMER,2008,596.87,MULT
3. FARMER BROWN TEACHER RESOURCE CD,1525.90,7897897897899,
- 3 TEACHER RESOURCE FREE IF SOLD WITH 100 STUDENT BOOKS,0.00,9879879879879
- 3 TEST MAKER CD 1:25,0.00,9888888888777
4. 30010000150
- 4 30010000160

***Types of Media available for choice: TEXT = textbook or printed material; INTR = for Internet-based material; MULT = Multi-media; SOFT = Software**